



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-05-049**
Issue Date: **2/28/05**
Closing Date: **3/14/05**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Program Management Assistant (OA)
GS-0303-06
Full Performance Level GS-07
One or more position may be filled
Competitive Service
NTEU 243 bargaining unit position
Salary Range (GS-06): \$31,903 -
\$41,474 per annum
Work Hours: 8:30am-5:00pm, Mon-Fri

VACANCY LOCATION

U. S. Patent and Trademark Office
Board of Patent Appeals and Interferences
Services Branch

AREA OF CONSIDERATION

PTO Employees with Status
Current Federal Employees with Status
Non-Status (General Public) Applicants
Reinstatement Eligibles
DOC Surplus, Displaced Employees in
local commuting area

DUTIES: The incumbent of this position coordinates support services, provides clerical assistance to Board of Patent Appeals and Interferences (BPAI) staff, maintains administrative databases, and prepares reports on the status of BPAI projects and programs. Major duties and responsibilities include: timekeeper duties, coordinating with staff from the Patent and Trademark Office and Department of Commerce or with private vendors to facilitate provision of services such as procurement, installation, maintenance, and repair of general or specialized office equipment; workspace repair and improvement, personnel services such as training, resolution of time and attendance payroll problems, etc.; preparing requests and authorization forms; monitoring project progress to expedite completion of service required; providing clerical support to the supervisor and staff to include referring callers and visitors, and routing incoming mail; preparing or formatting outgoing correspondence, and establishing and maintaining office hardcopy and automated files and databases; assisting the staff in the use of advanced features of word processing, database, graphics, or spreadsheet applications; gathering data for a variety of reports and projects; identifying information sources; and arranging data to facilitate management information and decision making and report generation. Knowledge of desktop publishing and web-ready document creation a plus.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Specialized experience is work that requires knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established standards. **Typing proficiency of 40 wpm is required.** Applicants must show evidence by submitting one of the following: 1) OPM Certificate of Proficiency; 2) Notice of Personnel Action (SF-50) that shows a government position which included typing or office automation in the position title; 3) Notice of Proficiency from a Developmental/Vocational Program or keyboard test resulting from an employment agency or similar organization; 4) Memo self-certifying the level of proficiency. **Applicants who do not submit one of the above forms as evidence of typing proficiency will not be considered eligible for the position.** Status applicants considered under Merit Program procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Ability to locate, organize, and present information by use of complex features of word processors, spreadsheets, and data base products.
2. Ability to edit and proofread documents for spelling, grammar, punctuation, and conformance with correspondence policies.
3. Ability to communicate effectively in a customer service environment.
4. Ability to organize, coordinate, and carry out administrative support functions including procurement, installation, maintenance, and repair of general or specialized office equipment; workspace repair and improvement; personnel services such as training; and resolution of time and attendance or payroll problems.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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SELECTIVE FACTOR: Candidate must possess the following for consideration: N/A

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.

PLEASE REVIEW THE "VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION" PAGE THAT IS ATTACHED TO THIS ANNOUNCEMENT FOR FURTHER APPLICATION INSTRUCTIONS AND INFORMATION.

FOR SPECIFIC INFORMATION CALL: DUBLIN BYARS (703) 306-5789 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

U. S. Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P. O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

U. S. Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive, Crystal Park One, Room 707
Arlington, VA



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.

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13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.